

*Buel-GB***ROUTING AND RECORD SHEET****SUBJECT: (Optional)****Internal Accounting and Administrative Control Directive****FRC****EXTENSION****NO.**

Director of Security

DATE

28 November 1984

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)**1. EO/DDA
7D-24 Headquarters

2.

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Distribution:

Orig - Adse

4 - OS Registry

1 - D/Security

Date: 27 NOVEMBER 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Security

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1983 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged

DD/A Registry
84-2661/13

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Federal Managers' Financial Integrity Act

FROM:

EX0/DDA
7D18 HQ

NO.

DATE

28 NOV 84

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OC

2. D/ODP
2D00 HQ3. D/OF
616 Key4. D/OIS
1206 Ames

5. D/OL

6. D/OMS
1D4054 HQ

7. D/OP

8. D/OS

9. D/OTE
1026 CoC

10.

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12.

13.

14.

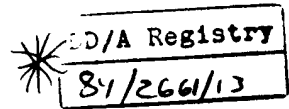
15.

DD/pem

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D/OS

27 NOV 1984 28 NOV 1984 X



23 NOV 1984

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM:
Executive Officer to the DDA

SUBJECT: Federal Managers' Financial Integrity Act

REFERENCE:

1. The DDA is required to submit to the Executive Director, a report which is due 30 November each year, assuring that the controls specified in are managed efficiently and effectively. Therefore, please sign the attached form acknowledging your office's internal accounting and administrative controls for FY 1984, and return to me by 28 November 1984.

2. If there are any exceptions, they should be incorporated in the statement, together with an explanation of proposed corrective action.

Attachment

